



REQUEST FOR QUALIFICATIONS (RFQ)

Professional Services For: Little Elm Trail and Fire Lane Roadway Reconstruction RFQ-02-012-218-ZM-013

INTRODUCTION AND DESCRIPTION OF PROJECT

The City of Cedar Park seeks the services of qualified engineering consultants for design and construction phase services associated with the reconstruction of Little Elm Trail and Fire Lane, north and south of the intersection with Little Elm Trail. The project is located east of the intersection of Bell Boulevard (US183) and Little Elm Trail. The reconstructed roadway will be 30-foot wide with concrete ribbon curb.

Project development will include surveying, all permitting, the identification of utility conflicts (if any), coordination with utility companies and outside agencies, environmental coordination, and any other items necessary to successfully develop the project.

Statement of Qualifications Due:

Monday, March 19, 2018

PROJECT LOCATION



Little Elm Trail and Fire Lane East of Bell Boulevard (US 183)

SCOPE OF WORK

Professional services will be project specific and may include, but are not limited to the following:

- Attend preliminary design meeting(s) with City staff to discuss project time-line and schedule for project deliverables
- Prepare 60%, 90% and 100% drawings, cost estimates and meet with City staff to review at each milestone.
- Prepare and submit all permit applications and supporting documents.
- Prepare competitive seal proposal contract documents (front end and technical specifications) for use during proposal phase
- Provide construction phase services (bidding, contract admin, monthly meetings, requests for information, and change orders as needed)

TECHNICAL EXPERTISE

Interested firms shall have extensive knowledge, expertise, and experience in the technical areas of roadway design, survey collection, environmental permitting, contract management, cost estimation, obtaining necessary permits, and public involvement.

SELECTION PROCESS

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the City. City of Cedar Park Staff will analyze and evaluate the Statements of Qualifications (SOQ). The selection committee will rank the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services and then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon City Council's authorization for staff to negotiate and execute a contract, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. By submitting its Statement of Qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the following section, acknowledges, and accepts that determination of the "most qualified" firm may require subjective judgments by the City.

A selection committee comprised of City stakeholders will review the statement of qualifications (SOQs) and rank them on the selection criteria established in the RFQ. Upon authorization by City Council, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations.

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Interested and qualified teams are required to submit one original, one copy, and a CD or USB drive with a PDF version of their statement of qualifications (SOQs). SOQs are limited to **20 letter size pages (front side only)** with minimum font size of 10 and portrait orientation.

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of City's needs.

Item 1: Submission Requirements: 10 points

- a. Submission requirements detailed in this RFQ met (deadline, page limit, deliverables, etc.)

Item 2: Team Qualifications and Availability: 10 points

- a. Provide the following information:
 - Legal name of firm
 - Location of Office that will be conducting the work
 - Contact Persons
- b. Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City of Cedar Park's project manager. Monthly project meetings will be required unless more frequent meetings are necessary.
- c. Provide a statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project.

Item 3: Proposed Team Experience: 50 points

- a. Organizational chart for personnel (including sub-consultants) who are to work on this project including licensure information.
- b. Names and roles of key personnel proposed to work on this project and their office locations.
- c. Include resume summaries for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d. Provide proposed staff availability to perform services.
- e. Provide the Project Managers experience with similar size projects.
- f. Provide the sub-consultants experience with similar size projects.

- g. Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by the principal, project manager and sub-consultants, including:
- Project name and location
 - Services provided
 - Date of completion or project status
 - Final construction costs
 - Client name and contact person
 - History of meeting project schedules
 - History of accomplishing services within established budget, include planned vs. actual.

Item 4: Project Approach: 30 points

- a. Explain how the team will design the project. Discuss proposed method for determining best design option.
- b. Discuss construction delivery methods and which would be most advantageous for this project.
- c. Provide a proposed project design schedule.

CONFLICTS OF INTEREST

The Texas Ethics Commission adopted the attached Conflict of Interest Questionnaire (Form CIQ) pursuant to Texas Local Government Code Chapter 176, as amended. For questions about these forms, please see the Texas Ethics Commission at:

<https://ethics.state.tx.us/forms/CIQ.pdf>

Proposer shall answer each question in the attached Form CIQ in relation to the following individuals and submit a completed form with its Proposal:

Local Government Officer	Title	Local Government Officer	Title
Matt Powell	Mayor	Tim Scott	Information Services Director
Stephen Thomas	Councilmember	Phil Brewer	Economic Development Director
Corbin Van Arsdale	Councilmember	Christina Cummings	Human Resources Director
Anne Duffy	Councilmember	Darwin Marchell	Engineering Director
Cobby Caputo	Councilmember	Chris Copple	Development Services Director
Heather Jefts	Councilmember	James Mallinger	Fire Chief
Kristyne Bollier	Councilmember	Kent Meredith	Finance Director
Brenda Eivens	City Manager	Eric Rauschuber	Public Works Director
Sam Roberts	Assistant City Manager	Julia Mitschke	Library Director
Katherine Woerner Caffrey	Assistant City Manager	April Christiansen	Court Administrator
J.P. LeCompte	City Attorney	Curt Randa	Director of Parks & Recreation
Jill Hoffman	Assistant City Attorney	Sean Mannix	Police Chief

DISCLOSURE OF INTERESTED PARTIES

Prior to entering into a contract that is over one million dollars in value, the Proposer must submit a "Certificate of Interested Parties" Form, in accordance with Texas Government Code Section 2252.908, as amended. Within 30 days of receipt of the form, the City must submit a copy to the Texas Ethics Commission. The Certificate of Interested Parties form is attached.

DUE DATE AND CONTACT

All responses to this Request for Qualifications as well as any questions, clarifications, or requests for general information are to be directed to:

**Zeferino G. Mendoza, E.I.T.
Senior Engineering Associate
City of Cedar Park
450 Cypress Creek Road, Building 1
Cedar Park, Texas 78613**

E-mail: zeferino.mendoza@cedarparktexas.gov

Telephone: (512) 401-5358

Statements of Qualifications are to be delivered by 2:00pm, March 19, 2018.

One original, one copy, and a CD or USB drive with a PDF of the Statement of Qualifications are required.

PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND / OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER RESISTRATION IN ACCORDANCE WITH TEXAS LAWS.

The City of Cedar Park will not provide compensation or defray any costs incurred by any firm related to the response to this request. The City of Cedar Park reserves the right to negotiate with any and all persons or firms. The City of Cedar Park also reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.